

City of Cincinnati



General Guidelines

For

Department of Community Development and Planning

Human Services Division Administered

GFOG and CDBG Grant Programs

Grants for Year 2005 and Year 2006

The Department of Community Development and Planning (DCDP), Human Services Division (HSD), administers the City of Cincinnati General Fund Operating Grant (GFOG) and Community Development Block Grant (CDBG) Programs. Through these programs, the City contracts with Cincinnati nonprofit agencies and other community organizations to deliver human services programs/projects for City of Cincinnati residents.

GENERAL FUND OPERATING GRANT PROGRAM (GFOG)

Cincinnati nonprofit agencies and community organizations may apply for a grant through the General Fund Operating Grant (GFOG) Program. Applicants must agree to use funds for programs/projects that meet the human services needs of City residents and that are consistent with City of Cincinnati Human Services Policy criteria and priorities, as well as other City policies. An agency may use funds to pay program/project day-to-day operating expenses. **For example:**

- Local mileage
- Rent, utility costs, and telephone service
- Employee salaries and fringe benefits
- Public liability insurance and/or fidelity bond insurance
- Costs for contractual services or equipment rental
- Costs for postage, printing, and consumable program supplies or office supplies.

*Certain expenses are not eligible for reimbursement through a City grant. Please review the General Guidelines Ineligible Expenses Section, **page 4**.*

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

Cincinnati nonprofit agencies and community organizations may apply for a grant through the Community Development Block Grant Program (CDBG). Projects must meet Department of Housing and Urban Development CDBG, State, and City requirements and guidelines. An agency may use funds to renovate and improve buildings where agencies provide human services programs and social services. Sites must be located within City of Cincinnati limits. Applicant programs and services must be consistent with City of Cincinnati Human Services Policy priorities and criteria. *An agency is required to provide matching support for each project. Applicants should attach letters of support to their applications to document that matching funds are committed to the project.*

CITY OF CINCINNATI HUMAN SERVICES POLICY

City Council adopted the City Human Services Policy on October 16, 2002. A copy of the Human Services Policy is available upon request. It provides information regarding the City's support of human services for City residents. In addition, the Policy identifies and provides information regarding four City funding priorities for City Human Services administered grant programs:

- Emergency and Homeless Services, for example:
 - Temporary or transitional shelter
 - Supportive services for individuals and families
- Youth Services Providing Valuable Experiences, for example:
 - Preventive, for younger children
 - Enabling for youth 12-24
- Realignment and Innovation of Services to Meet Critical Needs, for example:
 - Non-traditional child care
 - Intergenerational activities
 - Support systems for the under or newly employed
- Services for Individuals With Disabilities, for example:
 - Support for their families or significant others
 - Education for transitions to self sufficiency
 - Substance abuse recovery or AIDS education and prevention

CITY OF CINCINNATI HUMAN SERVICES ADVISORY COMMITTEE (HSAC)

The City of Cincinnati Human Services Advisory Committee (HSAC) is a 21-member citizen volunteer group appointed by the City Manager for a three-year term. The Department of Community Development and Planning (DCDP), Human Services Division (HSD), provides staff support for the HSAC. The Committee:

- Assists the DCDP to administer the City's General Fund Operating Grant (GFOG) and Community Development Block Grant (CDBG) programs
- Participates in all aspects of GFOG and CDBG program application processes
- Makes recommendations to City Council regarding the awarding of General Fund Operating and Community Development Block Grants
- Provides input to the City regarding community human services issues
- Participates in the selection of consultants for DCDP human services projects.

GRANT PERIOD

The grant period for a City award is 12 months. The 12-month grant period begins January 15 and ends January 14 of the following year for the General Fund Operating Grant (GFOG) program. A grant recipient must provide the funded program within the 12-month grant period. The grant period for CDBG program capital improvement projects varies.

The Human Services Advisory Committee (HSAC) will recommend awards for a two-year period based on eligible applications received by the established deadline. However, the City contract provides a one-year grant period. It is the City's option to renew a contract for a second year.

GRANT PROGRAM APPLICANT ELIGIBILITY

Applicants must meet the following requirements to be eligible to apply for a General Fund Operating Grant (GFOG) and Community Development Block Grant (CDBG).

- An applicant must be a nonprofit agency or organization and granted 501(c)(3) status by the United States Internal Revenue Service.
- An applicant must be incorporated with the Secretary of the State of Ohio under Chapter 1702 of the Ohio Revised Code.
- An applicant must propose to provide services only to residents of the City of Cincinnati with City funds and only use City grant funds for a program/project that is consistent with the City Human Services policy.
- An applicant must be able to collect, maintain, and provide written documentation to the City for City funded programs/projects regarding participant City residency, program/project expenses, and program/project activities.
- An applicant must propose to provide a program/project that primarily benefits low or moderate income City of Cincinnati residents.
- An applicant must propose to provide a program/project that is the responsibility of the City and not provided by other City departments or agencies.

INELIGIBLE APPLICANTS AND FUNDING RESTRICTIONS

An individual person is ineligible to apply for a City grant administered through the Department of Community Development and Planning/Human Services Division. In addition, the following types of organizations, agencies or groups are **not** eligible to apply for grant:

- A City, County, Regional, State, Federal, or other governmental agency
- A for-profit entity
- An organization, agency or group that utilizes a denominational, religious, or sectarian approach to providing services and cannot or will not agree to not prophesy when providing a City-funded program/project
- An agency proposing to provide a program/project or service that is the responsibility of a City department or agency
- An agency that has not completed the process to obtain its non-profit status
- A non-profit agency that is not registered with the State of Ohio.

INELIGIBLE EXPENSES

City GFOG and CDBG program funds cannot be used to pay certain program/project expenses; therefore, such expenses cannot be included as part of an agency's application budget. An applicant's failure to adhere to this requirement could make its application ineligible for consideration.

Ineligible expenses include:

- Equipment purchases such as computers, fax machines, office furniture
- Non-local telephone costs
- Gifts or entertainment for employees, board members or other individuals
- Salaries for family of agency employees or Board members
- Conferences or travel outside of City of Cincinnati limits
- Internet costs, beepers and cellular phones or service
- Food, beverages or refreshments and clothing
- Program participant snacks or meals
- Costs related to transportation - vehicle purchases, insurance, licensing, gasoline or repair, non-local mileage, etc.

*Additional information regarding eligible and ineligible expenses is included in grant application instructions. You can also contact the DCDP at **352-6146** to obtain additional information. Ask to speak to a Human Services staff member.*

GENERAL GRANT PROGRAM REQUIREMENTS

- An applicant must demonstrate and describe how the program/project will comply with the requirements of the City of Cincinnati Human Services Policy and its priorities. *Therefore, it is advisable that all applicants read the City's Human Services Policy.*
- An applicant must be able to enter into a contract with the City of Cincinnati to receive a grant.
- A GFOG applicant must be able to successfully implement a City funded program/project prior to the beginning of the second quarter of the contract year and complete a program/project within the contract year. A CDBG applicant must be able to complete a capital project within the contract year.
- An applicant cannot request program/project funds to pay expenses incurred or prepaid prior to the City contract period or the full execution of their City contract.

GENERAL GRANT PROGRAM REQUIREMENTS (continued)

- An applicant cannot use City funds to pay expenses that are unrelated to the City funded program/project.
- An applicant cannot use City funds to pay off a loan.

GRANT APPLICATION SUBMISSION

The City of Cincinnati accepts grant applications for the General Fund Operating Grant (GFOG) and Community Development Block Grant (CDBG) programs every two years. In year 2004, the City will accept year 2005 and 2006 grant applications.

The City usually accepts GFOG and CDBG applications sometime near the end of the first quarter of a calendar year. The City advertises in local newspapers and in the City bulletin when applications are to be accepted.

A year 2005 or year 2006 grant application must be received (not postmark dated) by Friday, March 19, 2004, at 4:00 p.m. at the City of Cincinnati Purchasing Department, 805 Central Avenue, Suite 234, Cincinnati, Ohio 45202. The DCDP will not consider applications received after the established deadline.

Address envelopes – Attention: Annette Armstrong.

- The City **will not** consider applications submitted by facsimile transmission (FAX), E-mail, or on disk.
- An applicant **must type or computer-generate an application**. An applicant can only use the DCDP/HSD grant application format. Do not rearrange, delete, or add sections to the format. *Follow DCDP/HSD instructions.*
- An applicant **must complete all application questions**. Use “0” to indicate zero amounts. *All required documents are part of your application and must be included with your application.*
- The DCDP **will not** make a copy of the application for your agency; therefore, make a copy of your application prior to submitting it to our office. *Keep a copy of the application for your files.*
- An agency **must have its application signed** by the agency Executive Director **and** the Board President.
- An applicant **must submit the correct application** to be eligible and considered for a specific type of grant.
- An applicant **must submit a separate application** for each program/project for which it requests funds.
- An applicant can complete an application on line. However, the applicant **must print the completed application and mail or hand-deliver** it to the City Purchasing Department. You can obtain and view an on line application at:

www.cincinnati-oh.gov/departments/communitydevelopmentandplanning/programs/humanservices

The HSAC will consider all eligible applications for a year 2005 and/or 2006 grant award. *Any applicant who is requesting funds for a second year must complete the appropriate sections of the application.*

GRANT APPLICATION PROCESS

The City's Human Services Advisory Committee's application processes for the General Fund Operating Grant (GFOG) and the Community Development Block Grant (CDBG) application processes include several steps. In addition to reviewing an application, City staff and Committee members may also conduct site visits, individual agency hearings, and public meetings.

City staff and HSAC members are required to conduct site visits and/or individual agency hearings if they classify an eligible applicant or program/project as "new". The HSAC defines "new" as follows:

- An applicant that **has not** previously received a Human Services Division administered City grant
- An applicant that is requesting a grant for a program/project that the City **has not** previously funded
- An applicant that agrees to serve in the role of contractor for an agency that **does not** have the capacity to meet City contracting requirements
- An applicant that requests a grant for a program/project that is **only proposed or not operating**.

The HSAC and City staff can also choose to conduct a site visit and/or individual agency hearing for any City contractor or applicant.

The City will inform an applicant if it will conduct a site visit and/or agency hearing.

- City Staff and the HSAC expect applicants to participate in and assist the City to complete such activities, to remain eligible to receive a grant.
- An applicant's failure to participate or cooperate in application process activities will result in an HSAC recommendation not to fund the applicant's program/project.
- At its option, City staff or the HSAC may choose not to reschedule any application process activity for an applicant. An applicant cannot request to have such activities rescheduled.

The HSAC can recommend that the City fund a grant applicant's program/project:

- For a two-year grant period and the total amount requested in an application
- For less than the amount requested in an application
- For only a one-year versus a two-year grant period.

The HSAC can also recommend to:

- Not award a grant for a program/project
- Fund only one program/project of an applicant, even though the applicant submitted several grant applications. *Therefore, if an applicant submits more than one application, it should prioritize its request in its Board cover letter.*

The HSAC will hold Public Meetings as part of its grant application process. Meetings are open to the public and grant program applicants. They are the final opportunity for any person to make comments to the HSAC regarding a grant applicant and proposed or current City-funded programs/projects.

When the Human Services Advisory Committee completes its grant application process, it will make decisions regarding grant recommendations. The HSAC will inform City Council of its recommendations at that time. It will also inform grant recipients **in writing** of its recommendations. This usually occurs in late fall. **City Council has final approval of all grant recommendations.** The DCDP will notify grant applicants **in writing** when City Council makes final decision regarding HSAC recommendations. This usually occurs in late December as part of the City Budget process.

CONTRACTING WITH THE CITY OF CINCINNATI

Grant recipients are required to enter into a contract with the City of Cincinnati to receive City funds and must be able to meet all requirements to contract with the City. If a grant recipient fails to provide the acceptable information required to execute and process a contract in a timely manner, the City can elect to reduce the contract period or an award amount by notifying the contractor of the decision. The City can also decide, at any time, not to award a grant to an applicant.

Grant recipients must meet all City and DCDP contracting requirements and provide contract materials that are acceptable to the DCDP prior to contract execution.

As stated earlier, the contract period for CDBG capital projects will vary based on project readiness. This variation of the contract period will also allow City staff to complete its internal project review process. For GFOG funded program/projects:

- The contract period for the first year grant will be January 15, 2005 through January 14, 2006
- The contract period for the second year grant will be January 15, 2006 through January 14, 2007.

*An applicant **will be required** to complete all program/project related activities and services within the contract period.*

*An applicant **must implement** a City funded General Fund Operating Grant program/project by the end of the first quarter of the contract year. This is also true for some CDBG funded programs/projects.*

At its option, and if appropriate, the City will renew or amend an agency's contract to allow for second year funding.

DECISIONS REGARDING SECOND YEAR GRANTS

The HSAC will also make recommendations to City Council regarding whether an applicant should receive a second year grant. If an applicant is interested in also receiving a second year grant or only interested in being considered for a year 2006 grant, they must complete all year 2006 sections of the grant application and participate in all scheduled grant application process activities.

Criteria used by DCDP staff and the HSAC to make recommendations for second year grant awards will include the following:

1. Changes to City of Cincinnati grant program parameters and guidelines
2. Revisions to the City of Cincinnati Human Services Policy
3. The amount of City funds available for allocation
4. Whether the City decides there is a community need for a particular program/project
5. A contractor's success related to program/project implementation and operation
6. A contractor's success in providing a program/project within a contract period
7. A contractor's successful compliance with City reporting requirements and other requests
8. A contractor's success in the provision of matching funds, if required
9. A contractor's success in terms of timely expenditures
10. A contractor's submission of the correct and acceptable application with all supportive materials by the City established deadline.

PAYMENT METHOD

Grant recipients receive City funds on a reimbursement basis. The City does not advance grant funds. Therefore, a grant recipient must have available resources and be able to successfully implement or initially sustain a program/project with their own finances.

- The City will only disburse funds in the name of the contractor.
- A contractor can only request City reimbursement of expenses for the City-funded program/project, based on its City contract.
- Contractor expenses incurred or paid by the grant recipient prior to contract execution will **not** be reimbursable through the City grant program.
- A City contractor **must** have a written, dated and fully executed contract with all subcontractors it pays with City funds. The grant recipient **must** provide the City with a copy of each fully executed contract.
- A contractor must submit a City of Cincinnati Claim Voucher-Invoice form and appropriate documentation to the Department of Community Development and Planning to request reimbursement of appropriate program/project expenses. A contractor must submit required items together.
- A contractor must complete a City Claim Voucher-Invoice form correctly prior to DCDP approval of payment.
- DCDP will only approve a request for payment when program/project expenses are appropriate and adhere to the City contract budget.
- A contractor must incur and pay for a program/project related expense, then provide the City with written acceptable documentation regarding the expense.
- Contractor expense documentation must meet DCDP requirements and be complete, legible, and accurate prior to DCDP approval of payment.
- A contractor must provide written documentation to support a request for reimbursement of all program/project related expenses.

Required documentation can vary based on a contract budget. Listed below are some of the items that the City will request.

- Bank statements
- Canceled endorsed checks (front and back)
- Lease agreements (rent and equipment)
- Utility and phone bills
- Third party payroll journals
- Staff timesheets and mileage sheets
- Employee benefit payment invoices
- Vendor invoices

The City will mail a check to contractors who meet the performance requirements of their contract and expense documentation. However:

- The City can withhold or delay payment for contractor noncompliance or nonperformance
- The City can also choose to reduce a contractor's requested payment, due to lack of or questionable expense or performance documentation.

DCDP mails detailed instructions for completing a City Claim Voucher-Invoice to a contractor after it processes a fully executed contract.

CONTRACT MONITORING

Grant recipients are required to enter into a contract with the City to receive funds. A contractor must agree to adhere to all City and DCDP procedures, policies, and reporting requirements. DCDP will assign a staff member to monitor each contractor's performance. Contractors are required to submit Quarterly Reports. During a contract year, the City will also request that a contractor provide other types of reports and information. Contractors must provide all City requested information as instructed by the City and by established deadlines.

- Contractors are **required** to conduct program participant satisfaction **surveys** for City funded programs/projects or services.
- Contractors **must submit** a sample of surveys and a summary of survey results and other items to the City as part of a contractor's Quarterly Report.
- Contractors may also be **required to participate in evaluations** of City funded programs/projects or services.

DCDP/HSD staff members **are required to monitor contractor performance**. They conduct periodic site visits to a contractor's program/project or administration site for monitoring purposes. Other City employees may also be required to conduct a site visit to a contractor's administration or program/project site. Human Services Advisory Committee members may accompany staff members on such visits.

In addition to withholding payment, it will also be the City's option to terminate a contract in response to contractor noncompliance or nonperformance.

ACKNOWLEDGING CITY SUPPORT

Contractors are required to acknowledge City support for City-funded programs or services. Contractors must acknowledge City support in all publicity and printed materials related to a City funded program/project.

- The DCDP can provide contractors with a camera-ready City logo for this purpose.
- The DCDP will also provide electronic versions of the logotype on request.
- A contractor can also use appropriate script to acknowledge City support. (For example, Program is funded in part by the City of Cincinnati, or Services are provided with funds received from the City of Cincinnati.)

If you have questions about information included in this document or questions about any DCDP/HSD administered grant program, please contact our office. Provided below is our address, telephone, and FAX numbers.

City of Cincinnati
Department of Community Development and Planning
Human Services Division
805 Central Avenue, Suite 700
Cincinnati, Ohio 45202
(513) 352-6146
FAX (513) 352-6113

You can also obtain information about City grant programs by visiting our Department's website at:

[www.cincinnati-oh.gov/departments/communitydevelopmentandplanning/programs/human services](http://www.cincinnati-oh.gov/departments/communitydevelopmentandplanning/programs/human%20services)

